

MEMORANDUM FOR: Management Committee

SUBJECT : Reports on the Status of Women

1. Attached, for your information, is a study on Agency separations for calendar year 1973 prepared by a member of the Women's Advisory Panel. This will be an annual report and consideration is being given to preparation of this information by Career Service. It is our intent to publicize this information, to the extent possible, with the goal of destroying the myth that women are short term employees who should therefore not be trained for more responsible positions.

2. The second report (also attached) on the Status of Women in Agency Training Programs shows that there is a significant difference between the percentage of men and women eligible for the core training courses. This is caused primarily by the grade restrictions for the courses and plus the fact that there are fewer women at higher grades. Hopefully this imbalance will change as more women are promoted to the upper grades. Nevertheless, we are concerned that the percentage of eligible women enrolled in the core courses over the past year has not been higher. We suggest

that a copy of this report be made available to each Deputy Director for use in reviewing the planned training for women as reflected in the Annual Personnel Plan now being prepared.

Attachment 1

Separations

Introduction

In an attempt to determine the proportion of women who leave the Agency, the reasons women leave, and whether or not separations by women are comparable to separations by men, a study was made of Agency separations for calendar year 1973.

Findings

1. In calendar year 1973 the percentage of women who left the Agency (18.3) was greater than the percentage of men (13.0). The percentage of women who left voluntarily was more than three times the number of men, but of those women who left, the percentage leaving voluntarily (69.7) was a little more than twice that for men (30.3).

2. The percentage of professional women who voluntarily left the Agency does not differ significantly from the percentage of professional men who left voluntarily. However only 8% of the women

leaving were professional, whereas 54% of the men leaving were in this category.

3. The voluntary turnover of women throughout the Agency in the clerical and technical categories was greater than that for men. Of those women leaving voluntarily, the percentage of women in the clerical category was more than three times that for men in this category.

4. The percentage of professional women who voluntarily left the Agency for family* reasons (53%) plus the percentage leaving for job-related reasons (30%) equals the percentage of professional men who left for job-related reasons.

5. Clerical women left the Agency because of family-related reasons (39%), job-related reasons (31%), and for personal reasons (24%).

Discussion

the Agency. Figure 1 shows that the total percentage of women leaving the Agency during the year (18.3) is somewhat higher than the percentage of men (13.0). About 3% of the women in the Agency retired in 1973

* Family related reasons were given as "moved to be with family" or "family responsibilities."

and 6% of the men. Of those leaving, 17% of the women retired compared to 50% of the men. The breakdown for males and females by type of separation is as follows:

Figure 1

Percentage of CY 1973 Separations by Type

	Male		Female		Total	
	*	**	*	**	*	**
Voluntary	04.0	30.3	12.8	69.7	06.8	45.9
Involuntary	02.6	19.7	02.3	12.7	02.5	16.9
Retirement	06.2	47.6	03.1	17.1	05.2	35.5
Other	00.3	02.4	00.1	00.4	00.2	01.6
Total	13.0	100.0	18.3	100.0	14.7	100.0

* Based on the total number of male, female or total civilians on board as of 31 December 1973.

** Based on the number of male, female or total separations during CY 1973.

2. Voluntary separations were studied separately to determine who leaves and why. Figure 2 indicates that the percentage of women professionals leaving to the total number of professional women in the Agency

is about the same as the comparable percentage for men. Only 8% of the women leaving, however, were professional while over half of the males were professional employees. The percentage of women clericals leaving to the total number of clerical women is about 5% greater than that for men. Ninety percent of the women leaving voluntarily were clerical personnel and 27% of the males were clerical. Not over 2% of the women leaving by choice were technical employees whereas over 15% of the men were in that category.

Figure 2

Percentage of Voluntary Separations
by Category in CY 1973

	Male		Female		Total	
	*	**	*	**	*	**
Professional	03.0	53.8	03.8	07.9	03.2	26.2
Technical	03.5	15.5	11.5	01.6	03.8	07.2
Clerical	11.7	27.1	16.2	90.0	15.2	65.0
Wageboard	04.4	03.5	06.7	00.3	04.6	01.6
Total	--	100.0	--	100.0	--	100.0

* Based on the number of male, female, or total civilians on board within the category as of 31 December 1973.

**Based on the number of male, female, or total voluntary separations during 1973.

3. Figure 3 presents a further breakdown within the voluntary separations by reason. Job reasons include such considerations as changing type of employment, increasing opportunity for advancement, career change and dissatisfaction with assigned duties and responsibilities. Reasons used under "personal" were most frequently personality, school, and change of scene. Family reasons were "moved to be with family" or "family responsibilities." Community reasons included transportation, social environment and cost of living.

4. The reasons for the largest percentage of women leaving were family-related whereas those for men were job-related. It should be noted that, although 53% of the professional women who separated voluntarily left for reasons involving family and 30% for reasons involving their job, this combined percentage equals exactly the percentage of men who left for job-related reasons alone.

5. This study suggests that the Agency would do well to consider hiring more women professionals and more male clericals.

Figure 3

Percentage* of Voluntary Separations Within Category
by Reason for Calendar Year 1973

<u>Reason</u> <u>Category</u>	<u>Job</u>		<u>Personal</u>		<u>Family</u>		<u>Community</u>		<u>Total for all Reasons</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
Professional	83.0	29.8	13.7	14.9	02.3	53.2	00.1	02.1	100.0	100.0
Technical	67.2	50.0	21.3	10.0	09.8	40.0	01.6	0	100.0	100.0
Clerical	57.9	31.2	29.9	23.9	03.7	39.2	08.4	05.6	100.0	100.0
Wageboard	71.4	50.0	21.4	0	07.1	50.0	0	0	100.0	100.0

* Based on the number of males or females separated in this category.

The Status of Women in Agency Training Programs

The 1974 CIA Affirmative Action Plan for Equal Employment Opportunity tasks the Women's Advisory Panel with the responsibility "for examining the careers of women in the Agency and making recommendations for improvement." The Plan also states that Agency training "is designed to enhance the skills of all employees and relate directly to career progression." Within this context, the status of women in Agency training programs was surveyed.

The Office of Training Core Courses were selected for study because they are applicable to both male and female employees from all Directorates. In addition, the OTR Catalog recommends the use of training "as an instrument of career development" and mentions that "the core program provides invaluable background for an employee's professional growth in the Agency." The Core Program, as outlined in the OTR Catalog, is presented below:

The Core Program

1. Initial Phase (EOD to approximately five years)

Intelligence and World Affairs Course
(required at EOD)

Managerial Grid (recommended after three
to five years' service)

2. Midcareer Phase (approximately five to 15 years' service)

Fundamentals of Supervision and Management
Midcareer Course
Advanced Intelligence Seminar

3. Senior Phase (approximately 15 or more years' service)

Senior Seminar

An attempt will be made to deal with each course in the program separately. The following remarks are based upon 31 July 1973 figures, and at that time women represented 32 percent of the Agency's General Schedule workforce.

Intelligence and World Affairs Course

According to the OTR Catalog, "this course is required for all new professional employees and those advanced from sub-professional to professional status." From January 1972 to April 1974 a total of 773 employees were enrolled in the course. Of this group 80 percent were males and 20 percent were females. In assessing the number of employees eligible for the course an arbitrary cut off was made at grade GS-07. With 94 percent (9,188) of Agency males in grades GS-07 and above and 55 percent (2,571) of Agency females in the same category, the enrollment represents 7 percent of the eligible males and 6 percent of the eligible females. Women are more readily accepted into this course than some of the other Core Courses. One reason for this may be that a great deal of the scheduling is done automatically and therefore free from selection biases. Another reason may be the fact that the classes are large.

The Managerial Grid

The course is recommended for employees in grades GS-07 and above. From January 1971 to April 1974 a total of 745 employees were enrolled. Of this group 92 percent were males and 8 percent were females. In assessing the number of employees eligible for the

course an arbitrary cut off was made at grade GS-07.

STATINTL With 94 percent [] of Agency males in grades GS-07 and above and 55 percent [] of Agency females in the same category, the enrollment represents 7 percent of the eligible males and 2 percent of the eligible females. Of the women meeting the eligibility requirements, only a very small percent were enrolled. With most classes numbering about 40 students, it was not unusual to see only one or two females in a class. It is difficult to understand why the female enrollment in this course has been so low.

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Fundamentals of Supervision and Management

The OTR Catalog describes this course as one for "supervisors and prospective supervisors at all levels in the Agency." From January 1971 to March 1974 a total of 955 employees were enrolled in this course. Of this group 76 percent were males and 24 percent were females. Because the course is open to employees at all levels in the Agency, an arbitrary grade cut off was inappropriate. The enrollees ranged in grade from GS-05 to GS-14. A statistical breakdown of the classes by calendar year showed that on the average the females were lower in grade than the males, and they tended to be younger and have less Agency service.

It appears that more females attend this course than any other Core Course. One would assume from the data that women are assigned supervisory responsibilities earlier in their careers, at lower grades and younger ages than the men. What is difficult to comprehend is the fact that very few females hold supervisory positions in the Agency beyond the GS-12 level.

Midcareer Course

According to the OTR Catalog this course is "designed for professional officers, generally at the GS-12/13 level, aged 30 to 40." From January 1971 to June 1974 a total of 493 employees were enrolled. Of this group 95 percent were males and 5 percent were females. With 31 percent [] of Agency males in grades GS-12/13 and 8 percent [] of Agency females in the same category, the enrollment represents 15 percent of the eligible males and 7 percent of the eligible females. Of those employees eligible for the training on the basis of grade, a far greater percentage of men were enrolled than women. Factors to take into consideration here may be that only 10 percent of the females in the Agency have attained the grade of GS-12 or above, and more importantly, by the time they have ^{attained this level} many have surpassed the upper age limit of 40. While age was not treated as a factor in arriving at the eligibility figures, it

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should be noted that the last class had two males aged 46 and 47. As with the Managerial Grid Course, it was not unusual to see only one or two females in a class. One of the most recent classes had no females.

Advanced Intelligence Seminar

STATINTL The OTR Catalog mentions that this course is "designed for middle and senior grade personnel from all parts of the Agency. Minimum grade GS-13." From January 1971 to January 1974 a total of 285 employees were enrolled. Of this group 92 percent were males and 8 percent were females. With 40 percent [] of Agency males in grades GS-13 and above and 4 percent [] of Agency females in the same category, the enrollment represents 7 percent of the eligible males and 11 percent of the eligible females. Although the ratio is more than fair when one considers the number of women eligible, one must realize that only 4 percent of the females in the Agency have attained the grade of GS-13 or above. STATINTL

Senior Seminar

This course is "designed for officers who are at least grade GS-15, preferably GS-16 and above, who are likely to attain higher responsibilities." From January 1971 to May 1974 a total of 105 employees were

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Rough Outline for Open Session

- I. Remarks by Mr. Colby
- II. Introductory Remarks STATINTL
 - A. Define functions, objectives, responsibilities and limitations of WAP
 - B. Mention that when a vacancy on the WAP occurs, the directorate concerned will receive a list of names of women in that directorate who have volunteered for WAP duty.
 - C. Discuss completed and ongoing programs and studies initiated by WAP
 - D. Stress need for each woman to seek out training, opportunities, advice, counseling. She need not accept discriminatory practices, if her qualifications are being under-utilized or mis-utilized.
 - E. Also stress that, when seeking greater opportunities women must not expect special treatment, they must be willing to work just as long, just as hard, and make themselves just as mobile and flexible as their male counterparts.

F. Mention that questions concerning specific directorates should be directed to that directorate

III. Questions addressed by Panel

- A. Training
- B. Recruitment
- C. Career Development
- D. Personal considerations

Questions Relating to Training

1. PETB tests - explain why they are given, what they indicate, how they are used.
2. Types of training programs that have been initiated since [] [] (checking on this),
3. What about training for women in Grades 7-11 so that they can someday be in prestige courses.
4. How many components have established career training criteria for GS 04-GS 06 level other than OTR and O/LOG.
5. Why are married women generally excluded from CT program? []
6. How about broader training for secretaries and clericals so that they can have a better picture of mission and functions of directorate for which they are working.
7. Are there courses in management for men and women before they become managers?
8. What training is available within or outside agency - Civil Service, etc?
9. Vu-graphs on training statistics

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Questions Relating to Recruitment

1. Rehiring practices for employees who resign or go on leave of absence to accompany spouse overseas. There is memo of understanding - Janet checking out.
2. Practice of hiring female college grads as GS-04 clerk/typists.
3. Recruiting for CT program - any effort to recruit women specifically for CTs?

Questions Pertaining to Career Development

1. Opportunities for non-professional female employees.
2. Upgrading of sub-perfessional, semi-professional to professional level. Use OCI example of bridge jobs.
3. Secretarial grade spread - Janet checking this out *ex 18 gets a GS-9. meeting -*
4. Educational levels of men vs women in same positions. *mean educ. level -*
5. What is Agency doing to move women into top management positions.
6. Discrimination against older women.

Questions Relating to Personal Matters

1. Day care facilities
2. Maternity leave for single women
3. Mobility, availability & dependability

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